

C - PROCEDURE SUMMARY

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```
-----B E S S-----
OPTION ==> 3

*****
*   PHYSICIAN/SUPPLIER DATA   *
*   PRIMARY OPTION MENU       *
*****

      ENABLES YOU TO ACCESS 4 PRIMARY SUBSYSTEMS

1 User Extract                - Retrieval of user-defined Part B data
2 Physician Fee Schedule      - Access to MFSDB Payment Amounts
3 Procedure Summary           - Access to master file
4 Descriptive Statistics      - Data book of statistics
T Tutorial                    - Help with using BESS
X Exit                        - End

F1 : Help                    F3 : Exit
```

Using the Physician/Supplier Data Primary Option Screen

OPTION ==> Specifies the subsystem you want to access.

To access the Procedure Summary subsystem,

Type **3**
Press **Enter**

and the system displays the *Physician/Supplier Procedure Summary Master Screen*.

```
-----B E S S-----
OPTION ==>

*****
*      PHYSICIAN/SUPPLIER      *
*  PROCEDURE SUMMARY MASTER  *
*****

OPTIONS:

SELECT THE DATA YEAR (EX. 2000): 2001

F1 : HELP      F3 : EXIT
```

Using the Procedure Master Files Subsystem Menu Screen

For example, if you want to view 2001 data

Type **2001**
Press **Enter**

and the system displays the *Procedure Master File Option Menu Screen* with the cursor positioned at the **Option** ==> prompt.

For each year, the system enables you to select four options as described on the following pages.

OPTION 1 - BROWSE

```
-----B E S S-----
OPTION ==> 1

*****
*  PROCEDURE MASTER FILE  *
*      OPTION MENU      *
*****

1 Browse                - Online access to PSPS Master File
2 Batch Processing      - Extract data and produce hard copy output
3 Download              - Create a file
4 Record Description    - Print record description

F1 : Help              F3 : Exit
```

Using the Procedure Master Files Option Menu Screen

OPTION ==> Specifies the option you want to access.

Type **1** if you want to view and browse procedure summary data.

Type **2** if you want a hard paper copy of the output.

Type **3** if you want to download a file.

Type **4** if you want to print a record description.

To browse data, type **1**

Press **Enter**

and the system displays the *Online Query Subsystem Screen* with the cursor positioned at the **PROCEDURE CODE** prompt.

```
-----B E S S-----
OPTION ==>
Procedure Master File
Online Query Subsystem
*****

Enter the selection criteria. You must enter PROCEDURE CODE and CARRIER NUMBER,
the other fields are optional.

1) PROCEDURE CODE:  33510
2) SPECIALTY:
3) CARRIER NUMBER:  00900
4) LOCALITY CODE:
5) TYPE OF SERVICE:
6) PLACE OF SERVICE:

F1 : Help          F3 : Exit
```

Using the Online Query Subsystem Menu Screen

You are prompted to enter the procedure code, CMS specialty, carrier number, locality code, and type and place of service. **Procedure code** and **carrier number** are **required**.

PROCEDURE CODE: Specifies the valid five-position procedure code.

Type the code. The example uses 33510.
Press **Tab** TWICE.

Note: If you press **Enter**, the system displays the message **CARRIER CODE ERROR** in the upper right hand corner of the screen. You must enter a Carrier Number.

CARRIER NUMBER: Specifies the valid five-digit carrier number.

Type the number. The example uses 00900.

To select optional fields, press **Tab** (forward) or **Shift Tab** (backward) to move from field to field; enter the data. After you complete your selections, press **Enter**.

OPTION 2 - BATCH PROCESSING

BATCH-----B E S S-----			
OPTION ==>			
- PROCEDURE MASTER FILE -			

HCPCS RANGE: FROM: 66984 TO: 66998			
HCPCS CODES (UP TO 6):33510 33516			
REGION	CARRIER 00900	SPECIALTY	
TYPE OF SERVICE	PLACE OF SERVICE 4	MTU IND	
<p>SORT OPTION - The system displays the output in PROCEDURE CODE sequence. If you want the system to display output in a different sequence, place an X by one of the variables listed below.</p>			
SPECIALTY	CARRIER	REGION	TYPE OF SVC
PLACE OF SVC	MTUS	ALLOWED CHARGES	AVG ALW
Press Enter to Initiate the Query			
F1 : Help		F3 : Exit	

Using the Batch Query Option Screen

HCPCS RANGE: FROM: TO: Specifies the range of codes for the query.

Enter the first valid five-digit code at the **FROM:** prompt. The example uses **66984**.
 Press **Tab**

Enter the second valid five-digit code at the **TO:** prompt. The example uses **66998**.
 Press **Tab**

HCPCS CODES (UP TO 6) Specifies individual codes for the query. If you are also requesting a range, this field identifies those codes that do not fall within that range.

Enter a code. The system automatically moves the cursor to the second of six available positions that enable you to enter more than one code. If you select less than six codes, continue to press **Tab** until the system moves the cursor to the **REGION** prompt.

The example uses **33510** and **33516**.

REGION:
CARRIER:
SPECIALTY:
TYPE OF SERVICE:
PLACE OF SERVICE:
MTU IND(ICATOR):

Specify any additional conditions you want to include on the report to make it more flexible.
The examples use **00900** for the Carrier and **4** for the Place of Service.

Press **Tab** to the **CARRIER:** prompt and type **00900**.

Press **Tab** to the **PLACE OF SERVICE:** prompt and type **4**.

Note: After you have entered your data, the system uses your selection criteria to retrieve the matching data from the Procedure Summary File. Using the examples on the screen, you are telling the system to produce a report that specifies a HCPCS range of **66984** through **66998** and individual codes **33510** and **33516** for Carrier **00900** and Place of Service **4**.

Press **Tab** to the **SORT OPTION** prompt.

SORT OPTION Specifies the sequence in which you want the system to produce your report.

Unless you choose one of these options, the system produces the report in procedure code sequence, which is the system default.

Press **Tab** to the option you want.

Enter **X** at only ***one*** of the eight sort options displayed on the screen.

When you complete your query,

Press **Enter** and the system displays the *Output Options Screen*.

OPTION 3 - DOWNLOAD

If you select option 3 from the *Procedure Master File Option Menu Screen*, the system displays the *Procedure Master File Download Screen*.

BESS-----PROCEDURE MASTER FILE DOWNLOAD ----- BESS		
OPTION ==>		
ENTER X BESIDE THE FIELDS YOU WANT TO DOWNLOAD.		
X ALL FIELDS		
TOTAL SERVICES		SUBMITTED CHARGES
DENIED SERVICES		DENIED SUBMITTED CHARGES
ALLOWED SERVICES		ALLOWED CHARGES
ASSIGNED SERVICES		PAYMENT AMOUNT
MTUS INDICATOR		ASC PAYMENT GROUP
ENTER THE SELECTION CRITERIA.		
REGION CODE:	OR	CARRIER NUMBER: 00900
PROCEDURES (UP TO 6)	: 33510	33516
AND/OR RANGE	: FROM	TO
MODIFIER :		TYPE OF SERVICE:
SPECIALTY :		PLACE OF SERVICE:
		PRICING LOCALITY:
F1: HELP	F3: EXIT	

Using the Procedure Master File Download Screen

This screen enables you to select the data to be included in your file.

To select data, type an **X** beside the field(s) you want to include. This screen allows you to choose **ALL FIELDS** or selected fields.

The example uses **ALL FIELDS**. Type an **X** beside **ALL FIELDS**.

To select data values, press **Tab** to the **REGION CODE** prompt.

You may select any of the data values, but please note that **REGION CODE** or **CARRIER NUMBER** and **PROCEDURES** are **required** fields. The remaining fields are optional.

The example uses carrier **00900**.

Press **Tab** to the **CARRIER NUMBER** prompt and type **00900**.

The system automatically moves the cursor to the **PROCEDURES (UP TO 6)** prompt. Enter up to six codes or press **Tab** to the **AND/OR RANGE FROM:** prompt and enter a range of codes.

The example uses **33510** and **33516**.

At the first position of the **PROCEDURES (UP TO 6)** prompt, type **33510**. The system automatically moves the cursor to the second of the six available positions, which enables you to enter more than one code. Type **33516**.

If you want less than six codes, continue to press **Tab** to access other data value fields.

When you complete your entries, press **Enter** and the system displays the *Procedure Master File Download Confirmation Screen*.

----- PROCEDURE MASTER FILE DOWNLOAD CONFIRMATION -----				
USER:		TIME:		
THE FOLLOWING DATA WILL BE EXTRACTED FROM THE 2001 PROCEDURE MASTER FILE. IF THE SELECTIONS ARE CORRECT, PRESS ENTER. IF YOU WANT TO RE-ENTER, PRESS F3.				
CRITERIA:	PROCEDURES	:	33510	33516
	RANGES	:	FROM	TO
	REGION	:	CARRIER	: 00900
	SPECIALTY	:	MODIFIER	:
	TYPE OF SERVICE	:	PLACE OF SERVICE	:
	LOCALITY	:		
DATA ELEMENTS:	ALL FIELDS			
F1: Help		F3: Exit		

Using the Procedure Master File Download Confirmation Screen

This screen provides a summary of the data you selected.

If the summary is correct, press **Enter**.

If you need to revise the summary, press **F3**.

Press **Enter** and the system displays the *Download File Description Screen*.

```

----- PROCEDURE MASTER DOWNLOAD FILE DESCRIPTION-----

USER:                                TIME:

A BATCH JOB WILL BE RELEASED TO CREATE A FILE FROM THE 2001 PROCEDURE MASTER
DATABASE. THE FILE WILL BE DELETED FROM THE HDC MAINFRAME AFTER 24 HOURS.
USERS SHOULD DOWNLOAD THE FILE AS SOON AS POSSIBLE.

FILE NAME: XXXX.XXXXXXXXXX.XXXXXXXXXX.XXXXXX
RECORD LENGTH:                      BLOCKING FACTOR:

RECORD LAYOUT:

PROCEDURE(5A) MODIFIER1 (2A) SPECIALTY(2A) CARRIER(5A) PRICING LOCALITY(2A)
TYPE OF SERVICE(1A) PLACE OF SERVICE(2A) MODIFIER2(2A) REGION(2A) FILLER(2N)
TOTAL SERVICES      08(N)  SUBMITTED CHARGES  09(N)  DENIED CHARGES      07(N)
DENIED CHARGES      07(N)  ALLOWED SERVICES   08(N)  ALLOWED CHARGES   09(N)
ASSIGNED SERVICES   08(N)  PAYMENT AMOUNT    09(N)  MTUS INDICATOR    01(X)
ASC INDICATOR       01(X)

***** PRESS THE PRINT SCREEN KEY AND SAVE *****

F1: Help      F3: Exit

```

Using the Procedure Master Download File Description Screen

This screen provides descriptive information on the file you created for downloading. **Always** print this screen since it contains the file name, record layout, and file characteristics you need to complete the downloading process.

If you choose to cancel your downloading, press **F3**.

To continue processing your file, press **Enter**. The system displays the following screen.

```

JOB XXXXPRC(JOBXXXXX) SUBMITTED
***

```

This message indicates that your request has been successfully submitted for downloading. Press **Enter** at the *** prompt.